



DIVISION OF DEVELOPMENTAL DISABILITIES
Olympia, Washington

TITLE: REPRESENTATIVE PAYEE POLICY 5.04

Authority: Social Security Act

PURPOSE

This policy clarifies the role and responsibility of the Division of Developmental Disabilities (DDD) case managers, program managers for clients in a State Operated Living Alternative (SOLA), and financial benefits coordinators for clients residing in a Residential Habilitation Center (RHC), in directing the client's income to the appropriate payee as determined by the client or guardian.

SCOPE

This policy applies to all clients served by DDD.

POLICY

A DDD client who is served in children's foster care, under the DSHS Division of Children and Family Services, will have income directed as follows: outside income will be directed to the Office of Accounting Services, Foster Care Trust Funds. DSHS will act as the client's representative payee.

All other DDD clients with outside income, who are not themselves the payee, shall have their incomes directed to the appropriate payee as determined by the Social Security Administration, the client, or guardian (i.e., to the facility, Intensive Tenant Support (ITS) program, guardian, friend or others).

DEFINITION

"Representative Payee" means a person, agency, or institution which receives a benefit such as Social Security, and disperses the benefit to meet the needs of a person who is not able to manage their own funds.

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REPRESENTATIVE PAYEE

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SUPERSESSSION

Division Policy Directive: 547

Issued January 1, 1989

Approved: /s/ Norm Davis Date: 2/1/1994
Director, Division of Developmental Disabilities